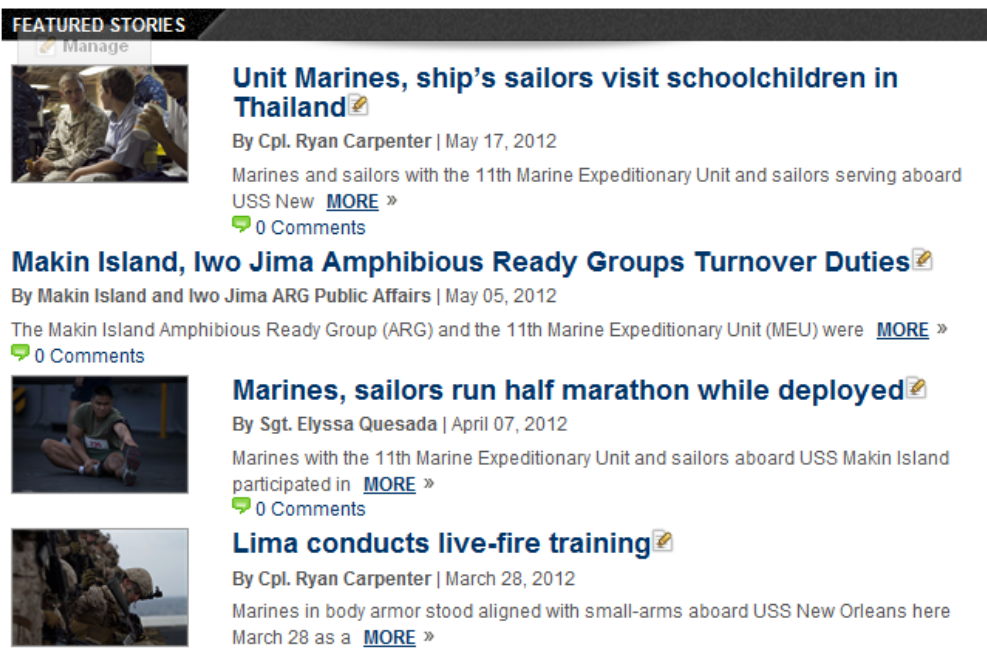
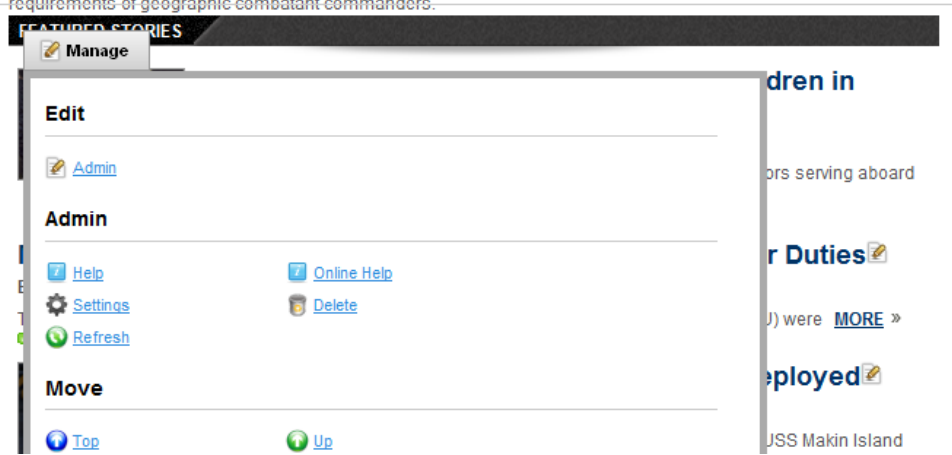


Chapter 7: Updating Featured Stories

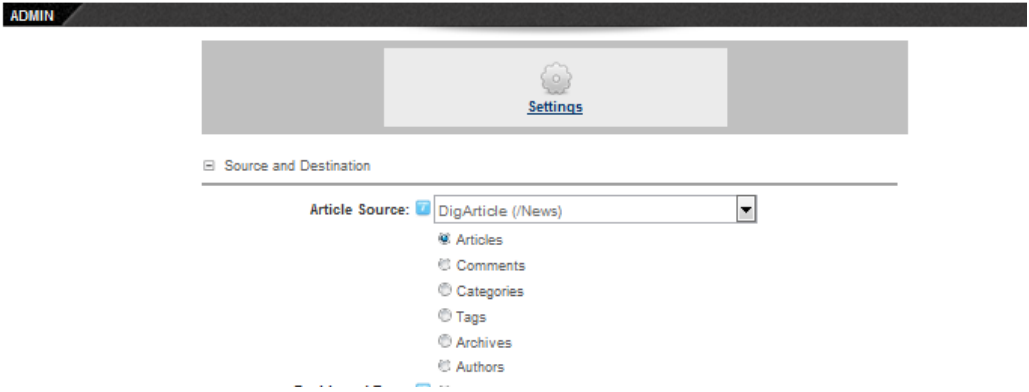
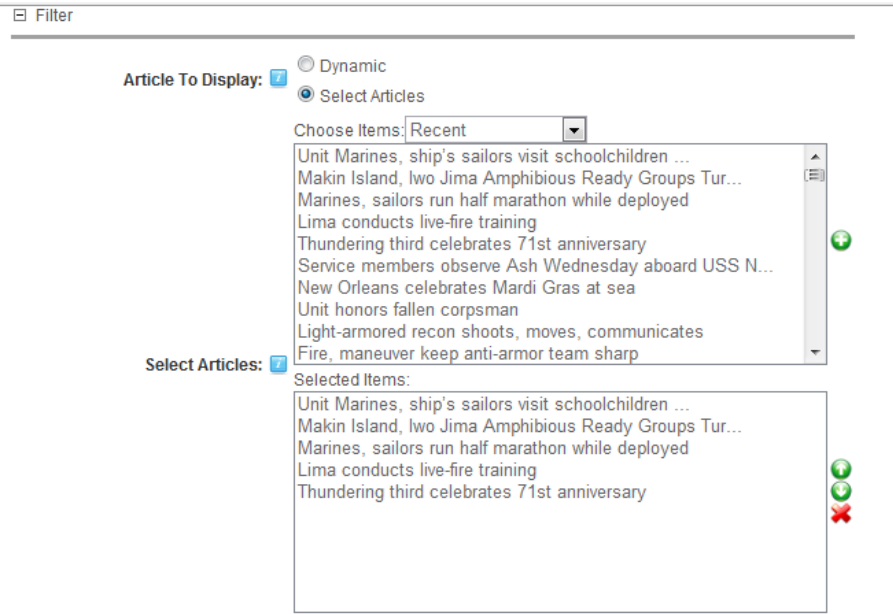
➤ Modifying filters on Featured Stories

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Use the following instructions to modify filters on *Feature Stories* under unit site:

Step	Action
1	Access and login to your AFPIMS unit site.
2	<p>Scroll down to Featured Stories Module</p>  <p>The screenshot shows the 'FEATURED STORIES' module with three story cards. Each card has a 'Manage' button in the top left corner. The first card is titled 'Unit Marines, ship's sailors visit schoolchildren in Thailand' by Cpl. Ryan Carpenter, dated May 17, 2012. The second card is titled 'Makin Island, Iwo Jima Amphibious Ready Groups Turnover Duties' by Makin Island and Iwo Jima ARG Public Affairs, dated May 05, 2012. The third card is titled 'Marines, sailors run half marathon while deployed' by Sgt. Elyssa Quesada, dated April 07, 2012. The fourth card is titled 'Lima conducts live-fire training' by Cpl. Ryan Carpenter, dated March 28, 2012.</p>
3	<p>Mouse over the Manage Control and click Admin.</p>  <p>The screenshot shows the 'Manage' dropdown menu for a featured story. The menu options are: Edit, Admin, Help, Settings, Refresh, Online Help, Delete, Move, Top, and Up. The 'Admin' option is highlighted.</p>

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Step	Action
	<p>Result: The Admin Module appears.</p> 
12	<p>Scroll down to Filter section.</p> <p>Result: Filter Form appears.</p> 
	<p>Articles to Display should be <i>Select Articles</i>.</p> <p>Select Recent from the drop down menu</p>

Chapter 7
Updating a Featured Stories

Step	Action
	<p>Article To Display: <input type="checkbox"/> Dynamic <input checked="" type="radio"/> Select Articles</p> <p>Choose Items: Recent</p> <ul style="list-style-type: none"> Unit Marines, Search (w/Images) Schoolchildren ... Makin Island, Recent (w/Images) Ready Groups Tur... Marines, sail Search While deployed Lima conduct Recent Thundering third celebrates 71st anniversary Service members observe Ash Wednesday aboard USS N
13	<p>Select the item to and click  to add.</p> <p>Result: Item will be added in the <i>Select Articles list</i>.</p> <p>Select Articles: <input type="checkbox"/> Fire, maneuver keep anti-armor team sharp</p> <p>Selected Items:</p> <ul style="list-style-type: none"> Unit Marines, ship's sailors visit schoolchildren ... Makin Island, two Jima Amphibious Ready Groups Tur... Marines, sailors run half marathon while deployed Lima conducts live-fire training Thundering third celebrates 71st anniversary <p>  </p>
14	<p>Highlight an item and use the following controls to:</p> <p>  to move the items in order</p> <p> to delete the item</p>
15	<p>Click update to save changes.</p> <p> Update</p>